

**JOB ANNOUNCEMENT**  
**#2016-14, May 31, 2016**  
**LEGISLATIVE HUMAN RESOURCE SPECIALIST**  
**LRC Human Resources**

The Legislative Research Commission is currently accepting applications for the position of Legislative Human Resource Specialist.

**Typical Duties** will include:

- Provide technical assistance relative to personnel, payroll, and benefits administration to agency management and employees;
- Review payroll or position actions and position descriptions for accuracy and conduct audits when necessary;
- Recommend new class specifications and revisions in existing specifications when necessary;
- Respond to employment verification inquiries; prepare documents relating to court ordered garnishments, worker's compensation, and retirement. Interview and counsel employees seeking career alternatives;
- Assess employees' applications relative to their meeting minimum qualifications for specific classifications. (Coordinates internal promotion programs for agency employees);
- Process agency unemployment insurance claims or workers' compensation claims;
- Coordinate education and training programs to include tuition assistance, educational leave, outside training, and related programs;
- Responsible for coordination of special projects such as Bloodmobile visits, personnel procedures manual revisions, etc.;
- Produce and issue I.D. badges;
- Any other duties as assigned.

**Preferred Qualifications:** Candidates for this position should possess a bachelor's degree from a college or university. Must have two years of professional experience in personnel administration. Additional experience in relevant human resources work may be considered as a substitute for the required education.

**Desired Attributes:**

- Excellent verbal and written communications skills to communicate effectively and impartially with others involved in the legislative process;
- Practical subject knowledge and the ability to interpret federal, state and local laws, regulations and legal precedent;
- The ability to work independently as well as in a team environment;
- The ability to work under pressure and meet specific deadlines;
- Excellent skills in using Microsoft Office products including Word, Excel, PowerPoint, and Outlook.

The individual selected for this position must have a positive attitude, excellent organizational skills, and good spoken and written communication skills. A successful candidate will be public-service oriented and able to take direction from colleagues. The person selected must maintain a professional non-partisan rapport with legislators, LRC staff, and the general public. The individual must be able to work under stress, with the understanding that during legislative sessions and occasionally during the interim period, working overtime will be required.

This is a permanent, full-time position with benefits including health and life insurance, retirement plan and paid holidays, vacation, and sick days.

**Application Deadline:** The review of applications will begin immediately and the position will remain open until filled.

**How to Apply:** All persons meeting the qualifications and who are interested in this position are encouraged to submit a cover letter and current resume.

Please send a completed state application or resume via email to: [LRCresumes@lrc.ky.gov](mailto:LRCresumes@lrc.ky.gov) and list the job title in the email subject line. Alternatively, applicants may mail these materials to:

William J. O'Brien  
Assistant Director for Human Resources and Professional Development  
Legislative Research Commission  
702 Capitol Avenue, Capitol Annex Room 104  
Frankfort, Kentucky 40601

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